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DATA ENTRY HINTS

I have entered 999 interviews and the system will not allow me to enter any more. What do I do?

The limit of interviews that can be entered for each year was set to 999 because TIP is a sampling program and not many interviews were expected. However, with the increased interest in length frequency type measurements, some areas are reaching the 999 very quickly. If you are not using a station code, you may use that field to represent the thousands' digit. To accomplish this, select the Indicate State, Station, and Next Interview Number from the Default menu. Change the Station Code from 0 to 1. If you have already entered 1999 interviews, change the Station Code from 1 to 2. Now move to the Next Interview field and change the 999 to 0. The next interview number that you use will now be 1000.

If you have been assigned a Data Entry Station code and you enter 999 interviews, please call the TIP Coordinator, Josh Bennett at (305) 361-4485.

How can I make data entry easier?

There are some tricks that may help you along with data entry. Organize your data so that you can enter similar interviews at the same time, taking advantage of the All Other Codes option of the Default menu.

Use the [Tab] key instead of the [Enter] key to move from field to field. The [Tab] key will not activate the editing and will make moving from field to field much faster. If you need to move backwards among fields, press the [Shift] key and the [Tab] key together. The [Tab] key is useful when you are modifying interviews and need to skip over a number of fields.

In sections II through VI you may choose to add all new records at once. You can do this by pressing the function key [F2] many times, without actually entering any data.

After you added all the new records you can go back to the first new record and make the necessary changes. For example, you may enter all lower range lengths in a column, then go back to the top and enter the lengths in the upper range column, then enter all the weights, etc.

When you press the [F2] key to add new records, they will all be filled with the default codes. Therefore, compare your data entry form and your screen carefully. The Replicate Number, Sample Number and Line Number fields will be automatically incremented when the record is added.

Notice also that when you press the function key [F2] the cursor stays in the same field. This will enable you to enter information into the current field (length for instance) after you press the function key [F2].

Do I have to go to the end of the line before I can press the function key [F2]?

No. You may press the function key [F2] at any time during data entry. Simply make sure that all of the data that is carried to the new record is correct.

Trip Type, Gear Code, Size Type and Aging Structure have codes that are of different sizes. When the default code is longer than the one I want to replace it with, some of the old data is still in the field and I get an error. How can this be avoided?

These four fields are all alphanumeric fields. This means that they can accept either numbers or letters as input, as opposed to numeric fields that only accept numbers. FoxPro considers that when you enter data into these fields you are making a correction and that you want to keep the characters that are left in the field. To erase the undesired characters you should type the code and press the space bar once to fill the field completely, instead of the [Enter] key. You may also delete the unwanted characters by pressing the [Delete] key or by pressing the [Ctrl] key and then the "Y".